

FACILITY USE PERMIT APPLICATION



TOWN OF SOUTHAMPTON PARKS & RECREATION DEPARTMENT

CHRISTOPHER F. BEAN, SUPERINTENDENT
www.southamptontownny.gov/parksrec

lbooker@southamptontownny.gov

6 Newtown Road, Hampton Bays, NY 11946
Phone: (631) 728-8585 Fax: (631) 728-8525

★ ★ ★ PLEASE PRINT ★ ★ ★

APPLICATION DATE _____ FACILITY REQUESTED _____

1. NAME OF PERSON FILING APPLICATION: _____

MAILING ADDRESS: _____ Email: _____

PHONE: HOME _____ BUSINESS _____ FAX _____

2. NAME OF ORGANIZATION OR COMPANY: _____

3. ACTIVITY PLANNED: _____

4. DATE(S) REQUESTED: _____

S M T W T H F SAT
PLEASE CIRCLE APPROPRIATE DAY(S)

TIME(S) REQUESTED: START _____ END _____

5. NUMBER OF PERSONS INVOLVED ☐ 1-25 ☐ 26-50 ☐ 51-75 ☐ 76-100 ☐ 101-150 ☐ EST.# OF VEHICLES

6. WILL A BEER & WINE PERMIT BE REQUESTED? ☐ NO ☐ YES IF YES, COMPLETE ALCOHOL PERMIT APPLICATION.

7. WILL A FEE BE CHARGED FOR EVENT? ☐ NO ☐ YES IF SO, HOW MUCH? _____

8. WILL A CATERER BE USED? ☐ NO ☐ YES IF YES, NAME: _____ PHONE: _____

9. WILL THERE BE MUSIC? ☐ NO ☐ YES IF YES, WHAT TYPE? _____

10. ARE YOU REQUESTING TO HAVE A CONTAINED FIRE? ☐ NO ☐ YES IF YES, DESCRIBE: _____

11. SPECIAL REQUIREMENTS: _____

12. The undersigned agrees and does hereby release from liability and to indemnify and hold harmless The Town of Southampton and any of its employees. This release is for any and all liability for personal injuries (including death) and property losses or damage occasioned by, or in connection with any activity or accommodations for this event.

13. I have read the rules and regulations governing the use of Town property and agree that by my signature I, as well as the organization, which I represent will abide by them.

SIGNATURE: _____

OFFICE USE ONLY

☐ APPROVED ☐ DENIED REASON: _____

☐ SECURITY DEPOSIT REQUIRED: _____

FEE REQUIRED: _____ FEE PAID: _____

INSURANCE REQUIRED ☐ YES ☐ NO AMOUNT (\$1,000,000 LIABILITY W/TOWN AS ADD'L INSURED) ☐ CERT. RECEIVED

COMMENTS _____

☐ SEE DETAIL SHEET ATTACHED

CC: ☐ MAINTENANCE ☐ BEACH MANAGER

MAINT. DIRECTIONS _____

☐ PUBLIC SAFETY ☐ POLICE

STAFF SIGNATURE / DATE

☐ PARK SUPERVISOR ☐ OTHER _____